Senior Brag Sheet

Information – Frequently Asked Questions – Directions

What's a brag sheet?
A brag sheet is very similar to a student resume – it highlights your accomplishments, key experiences, leadership skills and employment throughout your high school career.

When do I give counselors, teachers or others my brag sheet and how long does it take to get a letter of recommendation?
First and foremost, DO NOT wait till the last minute and then expect people to respond to your needs quickly. Fill out the BRAG SHEET completely and make sure the "NEED BY DATE" is correct. PLAN AHEAD! Give any person that you are requesting a letter or recommendation from at least 7 days to complete the request. Remember, many of these people have dozens and dozens, if not hundreds of students which require individualized attention. Be respectful and realistic about both your needs and theirs.

What's is the brag sheet used for?
Your brag sheet can be used for a variety of different purposes. You can share your brag sheet with your teachers, administrators, counselors and coaches or with any other adults with whom you are asking for letters of recommendation. The brag sheet will help them easily reference your accomplishments, activities and skills, should they need help – remember, many of these adults have hundreds of students to keep track of so it's difficult to reference each student's accomplishments without help. Making it easier for them to do so will help them write a letter of recommendation effortlessly and this certainly works in your favor. Including your brag sheet with your college applications can also give college admissions officers more insight into who you are, not only as a student, but as a human being as well. While it's wonderful to have a great GPA and high test scores, colleges also want to see students who have passion, students who give back to the community and who are active beyond traditional academics.

How can a brag sheet help me?
The brag sheet offers you a chance to shine beyond academics – especially if your GPA or test scores aren't quite as high as you'd like. Take the opportunity to show off your individuality and highlight your personal attributes, which more than make up for a score, because that's what makes you unique.

How should I format my brag sheet?
As with college essays, keep your brag sheet as clear and concise as possible. Anyone who will be reading your brag sheet will be reading many student documents so format is extremely important. Use bullet points instead of long paragraphs for readability, making sure that whoever reads your sheet can easily scan and still get the main points.

When do I start putting together my brag sheet?
Though this is called a Senior Brag Sheet, this document should reflect any achievements from middle school on. REMEMBER, IF YOU WAIT TO DO THINGS LIKE JOINING CLUBS, VOLUNTEERING, WORKING ON YOUR GPA DURING YOUR SENIOR YEAR, THERE WILL BE NOTHING ON YOUR SENIOR BRAG SHEET TO "BRAG" ABOUT. Since our BRAG SHEET should be put together at the beginning of your 12th grade year, so those achievements you plan on doing your senior year will NOT have happened, yet. DO NOT WAIT TILL THE LAST MINUTE.

How or when do I start submitting my brag sheet to get recommendation letters?
At the beginning of your senior year put together all of your information and reach out to those people that you think are needed, and willing, to write letters of recommendation using your BRAG SHEET.

What should I include on my brag sheet?
Keep in mind that your brag sheet won't look exactly like a typical resume.
For example, a business professional will certainly have a different look and feel to his or her resume than your brag sheet, just as your resume would look different if you were applying for a job versus creating a brag sheet for college applications.

Yes – you should include your grade point average (GPA) and any test scores (such as the PSAT, SAT and ACT) but your brag sheet will also include many other highlights of your high school career as well.

Starting from ninth grade, include all of your experiences. Ideally, you would have been keeping track of all your time in any extracurricular activity, sport, club, travel time, volunteer service, as well as any awards, leadership positions, etc. However, if you have not been keeping track, there's no time like the present to create your list.

Also, keep in mind that this is called a brag sheet for a reason. Eventhough it can seem uncomfortable listing all you've accomplished, they are YOUR accomplishments! Be Proud! While you should be honest (some schools do verify the truth to these), you should not be overly humble – it's time to highlight your accomplishments!

Any suggestions or recommendations?
Take the time to be neat and show how organized and effectively you can communicate. Be proud of your accomplishments.

After recommendation letters have been completed:
At the end of the process, after letters of recommendation have been completed, it is suggested that a short note of "Thank You," perhaps a card, be given to those that took the time to help you in your time of need. Learn here and now that little gestures of thank you and appreciation build character and can easily set you a part in a sea of hundreds. Good luck to you! Kids like you make us so proud!!!

Organization and Senior Portfolio

Starting in 9th grade, any important paperwork, tests, awards should be put together and saved. At the beginning of the senior year, each senior should put together a binder, called a portfolio. In this portfolio is all papers, documents which includes a brief autobiography, a resume, info for your senior brag sheet, Test scores, transcripts, paperwork on colleges of interest etc. Any awards or certificates are important as well. It can be as simple as a "box" with all your stuff in it. Save all the info you can. If you did not start till now, start putting together any and all info you can. Tomorrow is your future, so start today!

DATE SUBMITTED

SENIOR BRAG SHEET

DUE DATE

(READ THE DIRECTIONS BELOW!)

Please fill out this form as accurately and completely as possible. If you don't know some info or data, that is ok. If you don't want some things mentioned just leave blank. This info/data will be used to write the recommendation you are requesting. Don't be afraid to "brag" about yourself!

REMEMBER: The administrators, counselors, teachers and other professionals you choose will use this information in recommending you for scholarships, college admissions, and other honors/awards and/or services. You need to fill this out neatly and professionally as though you are applying for a job and KEEP A COPY. Do not give the original away.

Legal Name:_____ Name You Go By:_____

Student ID #:_____ Date of Birthday:_____ Age:_____

Student Cell Phone #:_____ Email Address:_____

GRADES AND TESTING

Cumulative GPA: _____ Most Recent Published Class Rank: _____ **out of** _____

Test Score Information: SAT: EVIDENCE-BASED READ/WRITE _____ MATH_____

ACT: Eng _____ Math_____ Sci_____ Read_____ Comp_____

PROSPECTIVE COLLEGE OR POST HIGH SCHOOL INFORMATION

I am interested in a: ☐ Technical or Trade School _____

☐ Junior **/** Community College _____

☐ 4 Year University _____

☐ Military _____

Early Decision _____ Early Action_____
Name of College Name of College

Intended major(s)_____

Career Goals _____

_____

COMMUNITY SERVICE

Organization / Location	Years	Hours	Position/Duties
	9 10 11 12		
	9 10 11 12		
	9 10 11 12		
	9 10 11 12		

Leadership Roles, Clubs and Organizations & Activities

Organization / Club / Activities	Years	What was your role?	Sponsor
	9 10 11 12		
	9 10 11 12		
	9 10 11 12		
	9 10 11 12		
	9 10 11 12		
	9 10 11 12		
	9 10 11 12		
	9 10 11 12		
Details or Information you would like to share:			

AWARDS & HONORS

Name of Award / Honor	Year	Reason for Award/Honor

CHURCH / COMMUNITY ORGANIZATIONS

(Boy Scouts/Eagle Scouts, Rotary Club, Key Club, Girl Scouts, etc.)

Where	Type of Activity	Years Involved

WORK EXPERIENCE

(Employment, for pay, outside of school hours)

Employer (Company)	Position / Responsibilities	Dates	Supervisor

ACADEMIC SUCCESSES

List academic, arts or vocational courses you have done well in and allow you to showcase your academic strengths.

Course	Skill or Academic Ability	Teacher
Other detailed successes you would like to mention:		

Below are a few questions that helps with details and highlights personal information about you. Please be brief and try to use key terms to highlight your successes.

1. What would you consider to be your most outstanding accomplishment both, academically and personally?

Academic Highlights	Personal Highlights

2. Talk about an event or happening in your life that had a significant impact on you. How did it affect your life, both personally and/or academically?

Event:	
Academic Highlights	**Personal Highlights**

3. Describe your PERSONALITY, outside of academics, using four positive adjectives.

4. Are there any factors or circumstances in your life related to your grades or admission test scores that you would like colleges to be aware of? If so, please describe below.

5. How would you describe yourself to a potential college roommate?

6. Circle up to 15 words/phrases below that describes you in an academic setting.

Dependable	Empathetic
Competitive	Intense Work Ethic
Ambitious	Work well under pressure
Leader	Creative
Courteous	Punctual
Honest	Manage time wisely
Respectful	Great decision maker
Proud	Detail Oriented
Risk Taker	Even Tempered
Enjoy a Challenge	Disciplined to complete tasks
Compassionate	Smart
Courageous	Loyal
Persistent	Intuitive
Resourceful	Kind
Sincere	Ability to take Initiative
Fiscally Conservative	Organized

7. Feel free to add any information that you think a college representative or future employer might need to know. Please limit your response to the area below.

Please understand, this information is used to make a letter of recommendation more authentic and meaningful. The more you tell me and disclose, the better the letter will be. It is imperative that you think in terms of what you want your letter of recommendation to say about you and what a perfect stranger (the admissions officer) should know about you.